



# TEST ANALYST

<b>DEPARTMENT/UNIT</b>	Customer Relationship Management
<b>FACULTY/DIVISION</b>	VP Services
<b>CLASSIFICATION</b>	HEW Level 7
<b>DESIGNATED CAMPUS OR LOCATION</b>	Clayton Campus

## ORGANISATIONAL CONTEXT

---

At [Monash](#), work feels different. There's a sense of belonging, from contributing to something groundbreaking – a place where great things happen. You know you're part of something special and purposeful because, like Monash, your ambitions drive you to make change.

We have a clear purpose to deliver groundbreaking intensive research; a world-class education; a global ecosystem of enterprise – and we activate these to address some of the [challenges](#) of the age, Climate Change, Thriving Communities and Geopolitical Security.

We welcome and value difference and [diversity](#). When you come to work, you can be yourself, be a change-maker and develop your career in exciting ways with curious, energetic, inspiring and committed people and teams driven to make an impact – just like you.

We champion an [inclusive workplace culture](#) for our staff regardless of ethnicity or cultural background. We have also worked to improve [gender equality](#) for more than 30 years. Join the pursuit of our purpose to build a better future for ourselves and our communities – [#Changelt](#) with us.

**Vice-President (Services)** leads several core University services and functions across a growing global University landscape, including our domestic and international campuses and entities. Vice-President (Services) embodies a strong culture of service excellence and executes large-scale and innovative projects across key University functions including Student Services; Group Operational Resilience; Group Information and Records Management; Group Cyber Risk and Resilience; Digital Transformation; Enterprise Systems; and our core IT services teams, being, Technology Services, Academic and Data Technology Services, and our IT Service Desk and Service Centres. As leaders in innovation, we understand the importance of bringing these functions together to enhance the experience for our staff, students, researchers, and alumni. Vice-President (Services)

is well positioned to lead and ensure continued operational excellence as outlined in the University's strategic plan, [Impact 2030](#).

## POSITION PURPOSE

---

This position is responsible for designing, developing, and executing test plans and test cases. The Test Analyst will verify that the software meets the business requirements using an acceptance criterion (i.e. system behaviours) and feature design documents, as well as application standards. Testing may be both manual and automated. Furthermore, the incumbent will perform quality control activities ensuring non-functional areas such as performance, stability, usability and reliability of applications deliver on expected benchmarks.

**Reporting Line:** The position reports to the Test Manager who will provide broad supervision

**Supervisory Responsibilities:** Not applicable

**Financial Delegation:** Not applicable

**Budgetary Responsibilities:** Not applicable

## KEY RESPONSIBILITIES

---

1. Deliver quality application change across various platforms through analysis, scripts, planning, creating and executing user acceptance test designs, cases and procedures
2. Liaise with users, developers and business analysts to ensure that planned testing meets their requirements
3. Acquire and analyse all relevant documents for assigned projects to determine testing requirements
4. Consult business and IT project managers about testing matters
5. Raise any defects found during testing and escalate in accordance with set procedures
6. Track progress of allocated test designs and test cases to ensure deadlines are met
7. Execute test cases for all assigned project/enhancements ensuring that procedures follow the testing methodology
8. Maintain up to date skills in line with industry best practice
9. Other duties as directed from time to time

## KEY SELECTION CRITERIA

---

### Education/Qualifications

1. The appointee will have:
  - A degree/tertiary qualification in a relevant field with extensive relevant experience; and
  - ITIL Foundation Certification; or
  - an equivalent combination of relevant experience and/or education/training.

### Knowledge and Skills

2. Strong technical documentation and interpretation skills
3. Excellent problem-solving skills, with the ability to apply/use high-level analytical and diagnostic skills, discretion, innovation and professional expertise to solve complex problems
4. Capacity to learn new testing tools to automate testing tasks

5. Excellent communication skills, including the ability to prepare professional documentation for various audiences, advise and negotiate at high levels and maintain discretion
6. Demonstrated ability to work as an effective member of a team as well as the ability to exercise substantial levels of independence, judgement and initiative
7. Demonstrated ability to perform analysis, planning, creation and execution of User Acceptance Test designs, cases and procedures
8. Demonstrated experience executing test cases in accordance with set procedures
9. Outstanding organisational skills with the ability to plan and prioritise multiple tasks, meet deadlines and maintain excellent attention to detail/accuracy
10. Exposure to different platforms, languages and applications - Linux, Perl, PHP, SQL, ABAP etc
11. Ability to use automated load testing tools (e.g. Load Runner)

## **OTHER JOB RELATED INFORMATION**

---

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted
- This position will require a successful National Police Record check

## **GOVERNANCE**

---

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.